

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

CORRECTIONAL TREATMENT MANAGER

DEFINITION

Performs professional/administrative level work and assists the program director in managing a treatment and rehabilitation program in an adult correctional institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Manages or assists in the management of various treatment program areas (i.e., medical, counseling, activities, education, religious and psychology) for correctional residents.

Presides over or participates in treatment team meetings, develops or assists in the development of treatment program goals and objectives, implements established goals and objectives and monitors compliance.

Prepares or assists in the preparation of treatment program budget, monitors program expenditures for compliance with budget allocation and recommends approval/disapproval of unusual or excessive expenditure requests.

Acts as a chairperson of institutional program review committees (i.e., classification, transfer, work release and pre-parole) in order to determine resident's work assignment, housing unit, security rating, transfer and recommendation for parole or work release.

Acts as a chairperson or serves as a member of the institutional adjustment/disciplinary committee in order to decide upon the appropriate disciplinary measures for residents who violate institutional rules of conduct.

Arranges for and coordinates psychiatric and psychological referral requests between the institution and the appropriate facility.

In the absence of the treatment director, institutional warden or deputy warden, assumes responsibility for the entire treatment program or institution.

COMPETENCIES REQUIRED

Knowledge and understanding of the requirements of a treatment and rehabilitation program in a correctional institution.

Knowledge of the principles of organization, supervision and administration.

Knowledge of rehabilitation principles and current literature in the field of the treatment function as it applies to a correctional setting.

Knowledge of individual and group habits, attitudes, and behavior.

Knowledge of correctional institution policies and procedures governing security, sanitation and safety.

Ability to plan, organize and direct the work of subordinates.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university and experience equal to four-years of full-time guidance and counseling work in a juvenile or adult community/institutional correctional or jail security program;

OR

each year of additional qualifying experience may be substituted for each year of the required education;

OR

thirty semester hours or its academic equivalent of graduate level course work in the social or behavioral sciences may substitute for two-years of the required experience;

OR

employees with current continuous experience in the state executive branch that includes thirty months of full-time experience as a Correctional Counselor shall be considered as qualifying.

SPECIAL REQUIREMENT

May require satisfactory completion of:

- psychological tests;
- a background investigation check;
- a health screen administered by an institutional physician;
- a urinalysis screen for drugs.

Effective Date: 03/06 SP